

## **TERMS OF REFERENCE**

### **TOURISM DATA ENCODING**

#### **(Rental of computer units including software, necessary cables/equipments)**

##### **Background of the Project**

The Department of Tourism (DOT) and the Bureau of Immigration (BI) jointly undertake the processing of the Arrival/Departure (A/D) cards and the subsequent management and operations of the Arrival/Departure Cards Processing Center (ADCPC) at the Immigration Office, Departure Area of the Ninoy Aquino International Airport (NAIA). The ADCPC was set up by DOT and BI in 1993 to handle the encoding and processing of data from the A/D Cards which are used by both DOT and BI in generating its various statistical requirements. The DOT was tasked to handle the requirements of the ADCPC while BI has coordinated the provision of A/D cards to be encoded. Statistics derived from the A/D cards is vital to the DOT and the tourism industry as it generates indicators of the performance of the tourism sector. In addition, statistics derived serve as inputs to the National Tourism Development Plan and the compilation of the Philippine Tourism Satellite Accounts (PTSA). Through the years, the DOT has provided the necessary computers and equipment that is being used in the ADCPC.

##### **Location of the Project**

Ninoy Aquino International Airport Terminal I, Pasay City

##### **Scope of Services:**

The Company who will be contracted by the DOT for the project shall perform the following:

1. Provide twenty (20) work stations, one (1) server for the encoding of the A/D cards;
2. Provide the necessary cable and equipment to connect the work stations to the service;
3. Provide upgrading of selected computer hardware components only if deemed necessary and subject to evaluation;
4. Provide maintenance service-cleaning, repair, adjusting and testing of all machines/equipment to ensure that it is in good working condition;
5. Provide on call remedial maintenance service-repair, adjustment or replacement of defective part of the machine/equipment;
6. Provide free of charge service item or unit in case the machine/equipment temporarily removed and need an off-site repair to ensure continuous operation of the machine/equipment;
7. Provide repair damages or defects resulting from direct actions of its employees and representatives during the conduct of maintenance services;
8. Provide reinstallation of all default and existing systems/programs/software in the machine/equipment in case of corruption of files and/ or programs, including troubleshooting and fixing of discovered bugs and/ or errors.

## **Features and Specifications:**

### **Work Station:**

#### ***A) Intel Core i3 workstation (20 units)***

- Intel Core i3-3.70 GHz or higher
- Intel-chipset system board with inbuilt audio, video and LAN
- 4GB DDR4 RAM
- 1TB SATA HDD
- 19.5" or bigger LED/LCD monitor
- ATX casing with 700W standard PSU
- USB (corded) keyboard and USB (corded) optical mouse
- Windows 7 professional 32bit OS
- 600VA UPS with AVR feature

### **Lan Networking:**

- UTP CAT5e cable 305 meters
- 24 port Ethernet switch

### **Server:**

#### ***B) Intel Core i5 server (1 unit)***

- Intel Core i5-3.20 GHz or higher
- Intel-chipset system board with inbuilt audio, video and LAN
- 8GB DDR4 RAM
- 1TB SATA HDD
- 19.5" or bigger LED/LCD monitor
- ATX casing with 700W standard PSU
- USB (corded) keyboard and USB (corded) optical mouse
- Windows 7 professional 64bit OS
- 600VA UPS with AVR feature

## **Duration of the Project:**

The project duration is one (1) year and could be renewed subject to the COA rules and regulations and approval of the DOT Secretary.

**Project Cost:**

Six Hundred Thirty Thousand Pesos (**PhP 630,000.00**) inclusive of VAT

**Mode of Payment:**

Government Procedure

Contact Person:

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